



U.S. Environmental Protection Agency Central Data Exchange

**Central Data Exchange (CDX)
and RCRAInfo Web-Based XML Exchanges**

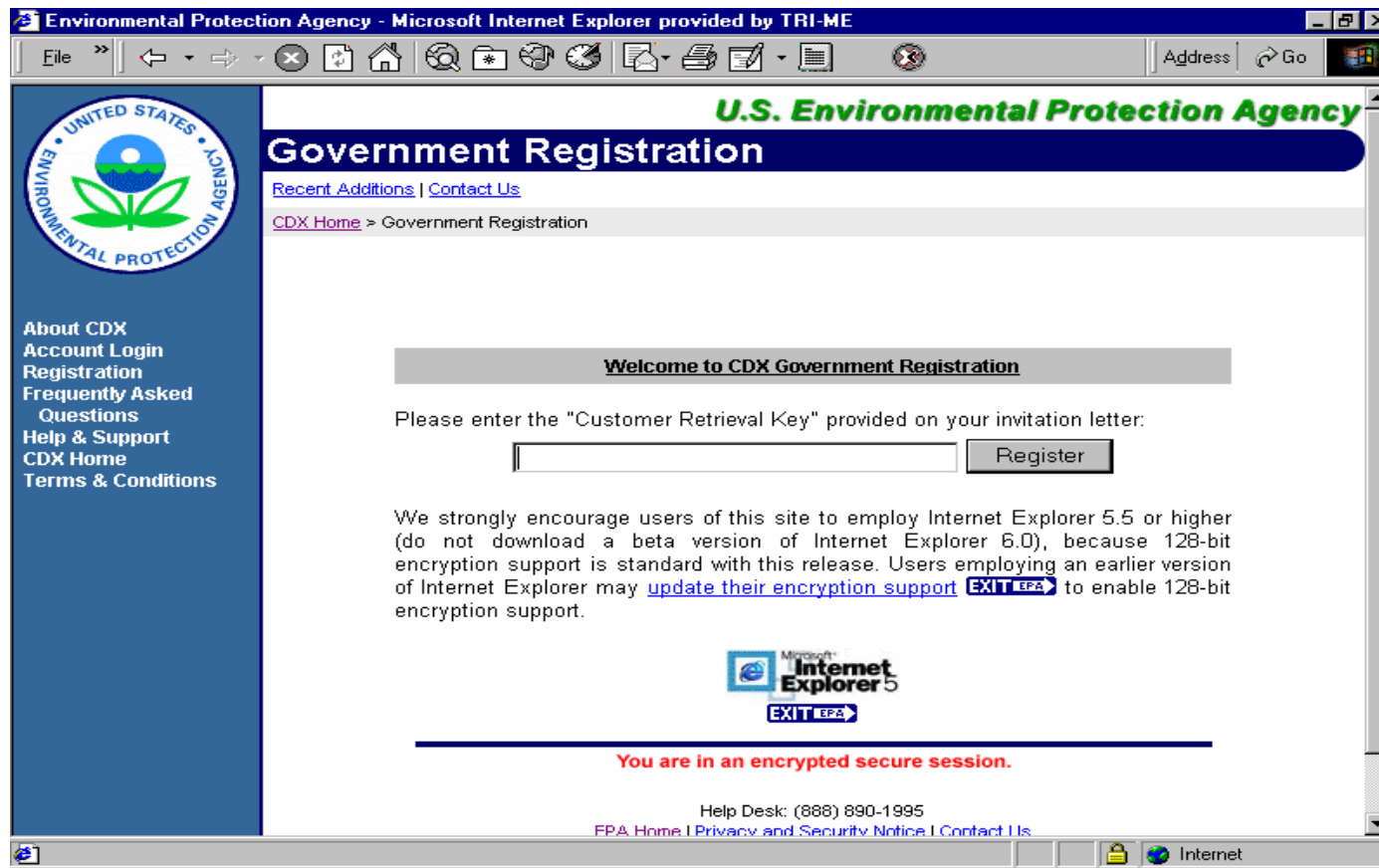
User Guide for RCRAInfo File Transfers, Revision 1

May 27, 2005



Registering on CDX

- To begin the registration process, go to the CDX Registration site at <https://cdx.epa.gov/ssl/cdx/govtpreregistration.asp>



Registering on CDX

- Enter your Customer Retrieval Key (CRK) that was provided to you from EPA, and then click “Register”

Environmental Protection Agency - Microsoft Internet Explorer provided by TRI-ME

File » | Back | Forward | Stop | Home | Search | Favorites | Tools | Address

U.S. Environmental Protection Agency

Government Registration

[Recent Additions](#) | [Contact Us](#)

[CDX Home](#) > Government Registration

Welcome to CDX Government Registration

Please enter the "Customer Retrieval Key" provided on your invitation letter:

We strongly encourage users of this site to employ Internet Explorer 5.5 or higher (do not download a beta version of Internet Explorer 6.0), because 128-bit encryption support is standard with this release. Users employing an earlier version of Internet Explorer may [update their encryption support](#) [EXIT EPA](#) to enable 128-bit encryption support.

[EXIT EPA](#)

You are in an encrypted secure session.

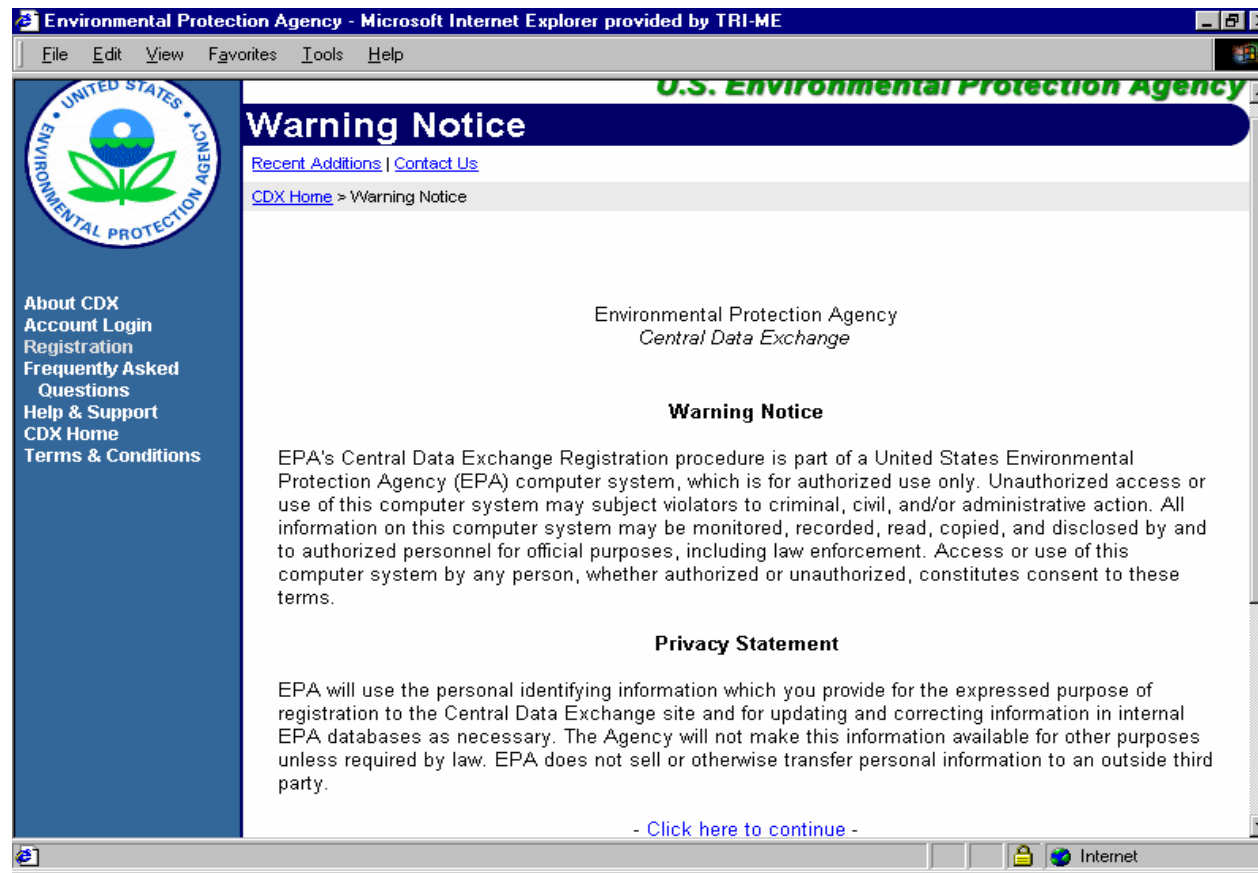
Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Internet



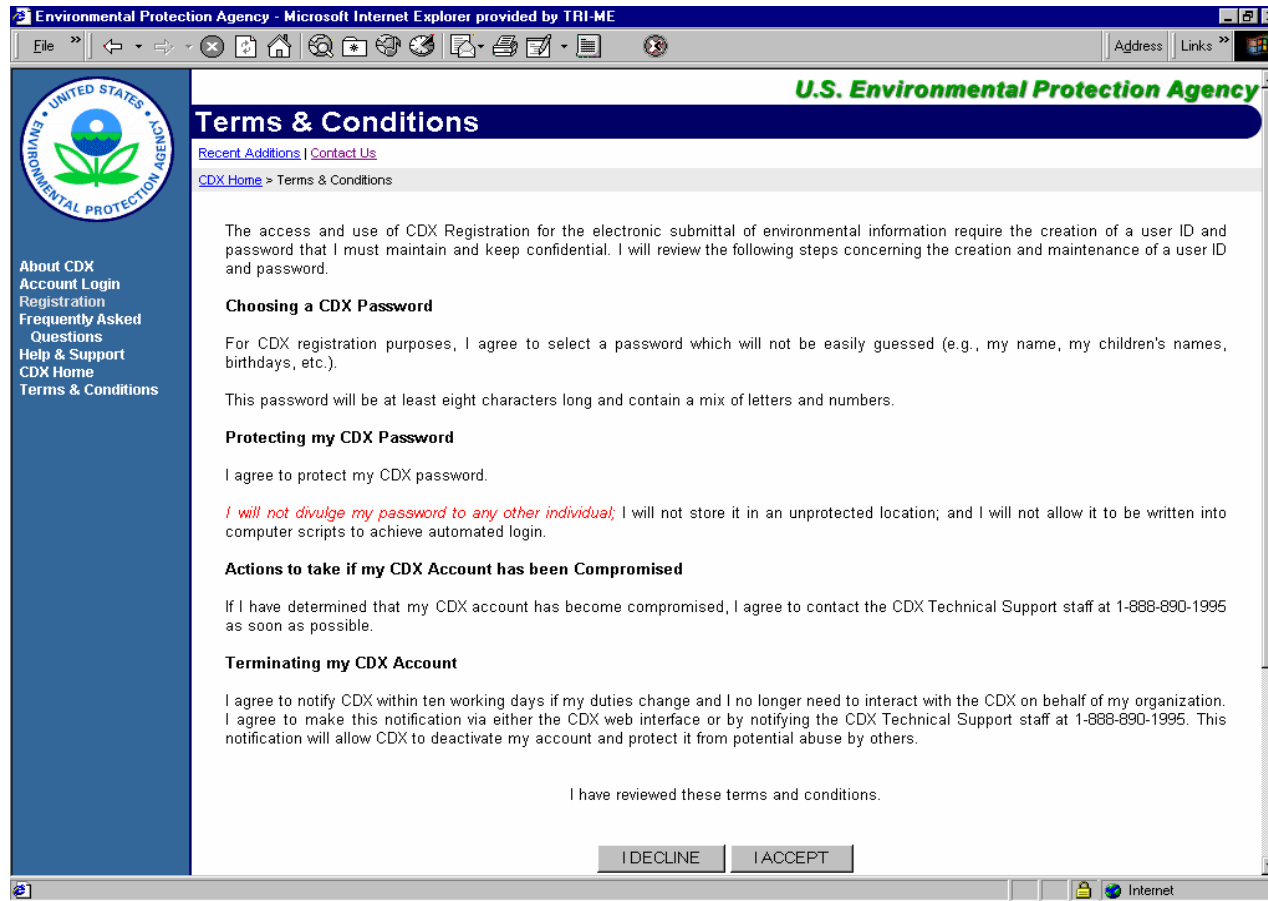
Registering on CDX

- Read the government notices, and then select “Click here to continue”



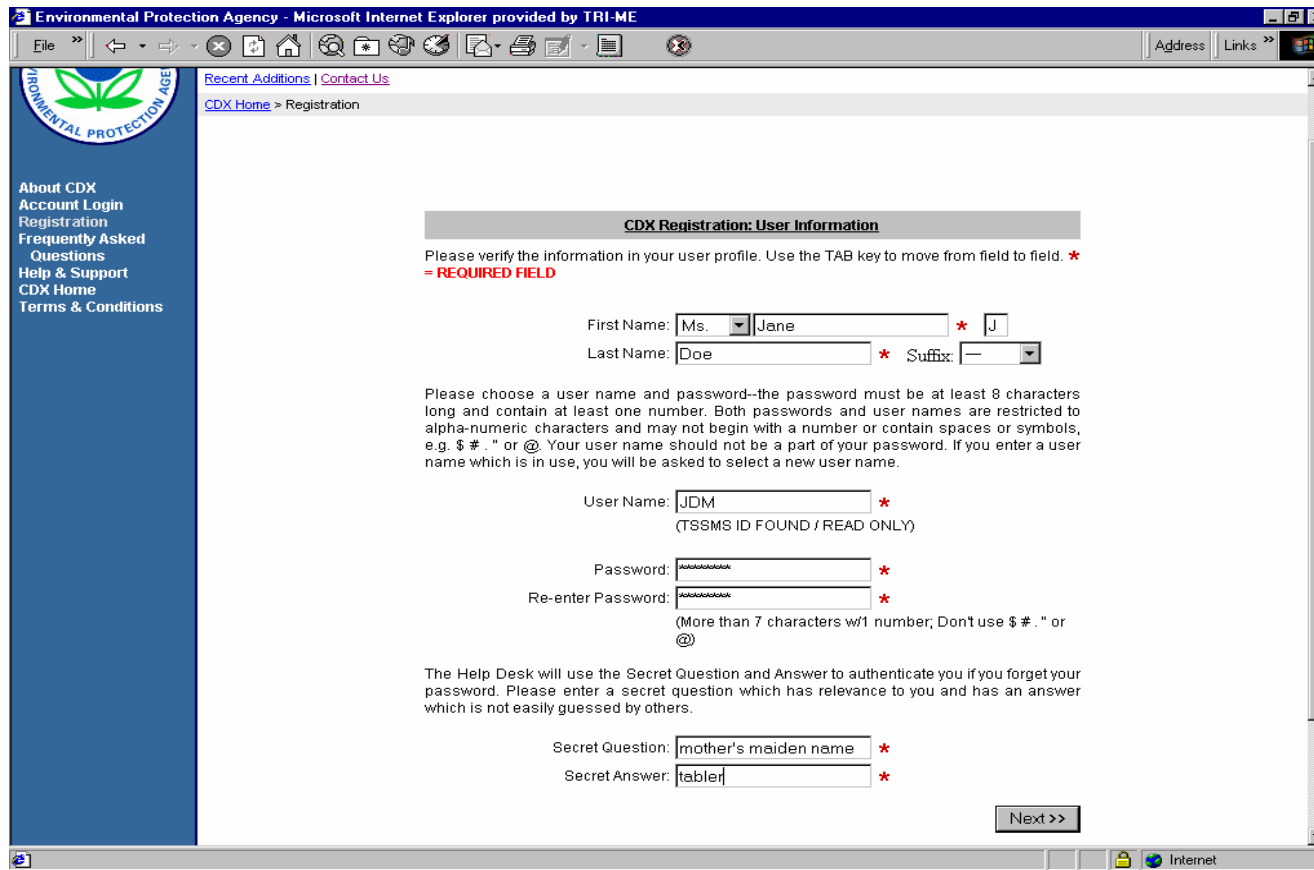
Registering on CDX

- Read the Terms & Conditions, and then click “I Accept”



Registering on CDX

- Enter a preferred Password, Secret Question, and Secret Answer to obtain a forgotten password, and then click “Next”



The screenshot shows a web browser window titled "Environmental Protection Agency - Microsoft Internet Explorer provided by TRI-ME". The address bar shows "CDX Home > Registration". The left sidebar contains links: "About CDX", "Account Login", "Registration", "Frequently Asked Questions", "Help & Support", "CDX Home", and "Terms & Conditions". The main content area is titled "CDX Registration: User Information". It contains the following fields and instructions:

- First Name:** A dropdown menu with "Ms." selected, followed by a text box containing "Jane" and a red asterisk. To the right is a small box with the letter "J".
- Last Name:** A text box containing "Doe" and a red asterisk.
- Suffix:** A dropdown menu with a red asterisk.
- User Name:** A text box containing "JDM" and a red asterisk. Below it, the text "(TSSMS ID FOUND / READ ONLY)" is displayed.
- Password:** A text box with masked characters and a red asterisk.
- Re-enter Password:** A text box with masked characters and a red asterisk. Below it, the text "(More than 7 characters w/1 number; Don't use \$ # . \" or @)" is displayed.
- Secret Question:** A text box containing "mother's maiden name" and a red asterisk.
- Secret Answer:** A text box containing "table" and a red asterisk.

At the bottom right of the form is a button labeled "Next >>".



Registering on CDX

- Review and revise the pre-populated CDX Registration information, and then click “Next”

The screenshot shows a web browser window titled "Environmental Protection Agency - Microsoft Internet Explorer provided by TRI-ME". The address bar shows "CDX Home > Registration". The left sidebar contains links: "About CDX", "Account Login", "Registration", "Frequently Asked Questions", "Help & Support", "CDX Home", and "Terms & Conditions". The main content area is titled "CDX Registration: User Information". It contains the following fields and instructions:

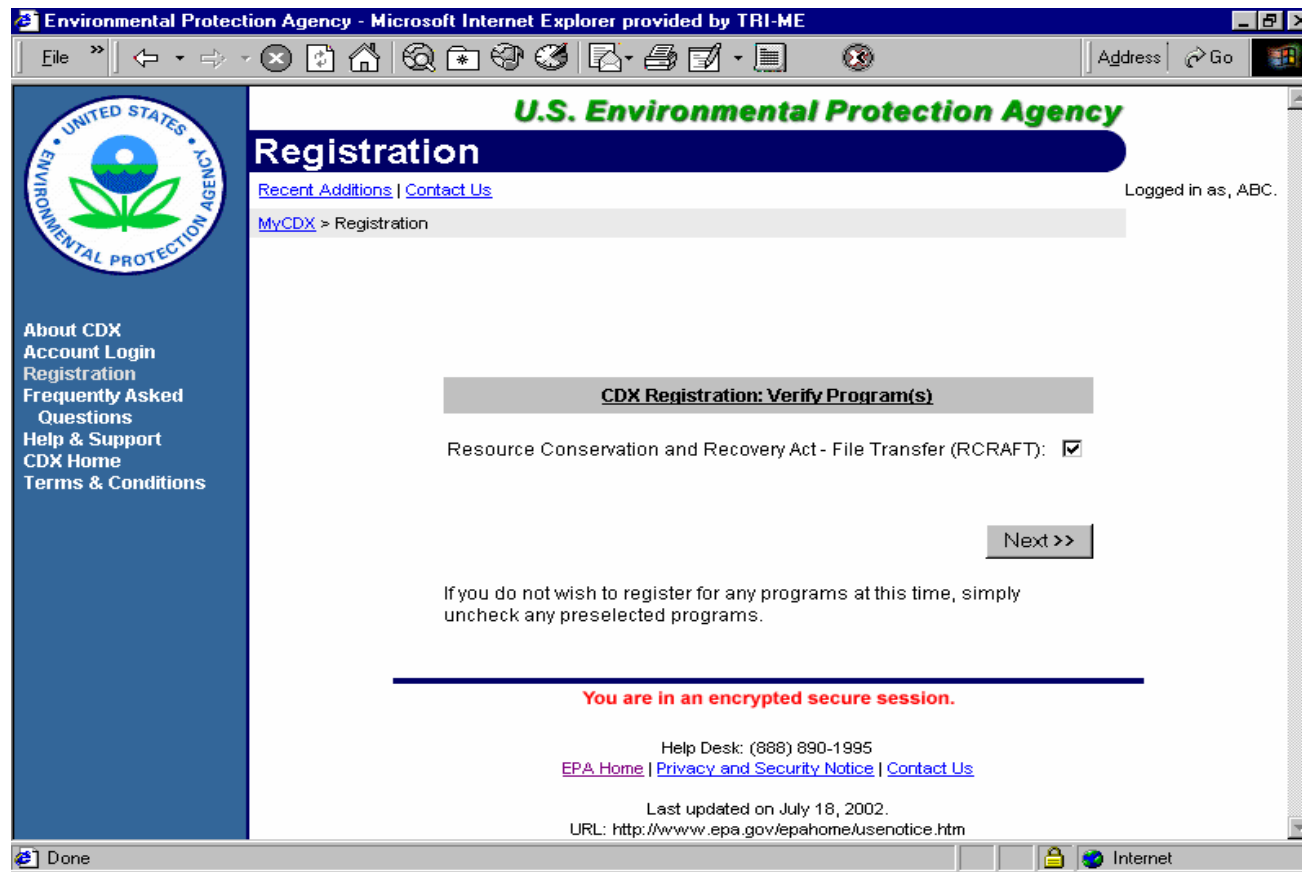
- First Name:** A dropdown menu with "Ms." selected, followed by a text box containing "Jane" and a red asterisk. To the right is a small box containing "J".
- Last Name:** A text box containing "Doe" and a red asterisk.
- Suffix:** A dropdown menu with a red asterisk.
- User Name:** A text box containing "JDM" and a red asterisk. Below it, the text "(TSSMS ID FOUND / READ ONLY)" is displayed.
- Password:** A text box with masked characters and a red asterisk.
- Re-enter Password:** A text box with masked characters and a red asterisk. Below it, the text "(More than 7 characters w/1 number; Don't use \$ # . \" or @)" is displayed.
- Secret Question:** A text box containing "mother's maiden name" and a red asterisk.
- Secret Answer:** A text box containing "table" and a red asterisk.

At the bottom right of the form is a "Next >>" button. The browser's status bar at the bottom shows "Internet".



Registering on CDX

- Verify that you are being registered to the correct environmental data collection (RCRA File Transfer), and then click “Next”



The screenshot shows a web browser window titled "Environmental Protection Agency - Microsoft Internet Explorer provided by TRI-ME". The address bar is empty. The page header features the EPA logo on the left and the text "U.S. Environmental Protection Agency" in green. Below the header is a blue bar with the word "Registration" in white. To the right of this bar, it says "Logged in as, ABC." and provides links for "Recent Additions" and "Contact Us". Below the "Registration" bar, there is a breadcrumb trail: "MyCDX > Registration". The main content area has a grey box with the text "CDX Registration: Verify Program(s)". Below this, it says "Resource Conservation and Recovery Act - File Transfer (RCRAFT):" followed by a checked checkbox. A "Next >>" button is located to the right. Below the button, there is a note: "If you do not wish to register for any programs at this time, simply uncheck any preselected programs." At the bottom of the page, there is a red line followed by the text "You are in an encrypted secure session." Below this, there is contact information for the Help Desk: (888) 890-1995, and links for "EPA Home", "Privacy and Security Notice", and "Contact Us". The footer also includes the date "Last updated on July 18, 2002." and the URL "http://www.epa.gov/epahome/usenotice.htm". The browser's status bar at the bottom shows "Done" and "Internet".

Environmental Protection Agency - Microsoft Internet Explorer provided by TRI-ME

File » | Back | Forward | Stop | Home | Search | Favorites | Tools | Address | Go

U.S. Environmental Protection Agency

Registration

[Recent Additions](#) | [Contact Us](#)

Logged in as, ABC.

[MyCDX](#) > Registration

CDX Registration: Verify Program(s)

Resource Conservation and Recovery Act - File Transfer (RCRAFT): ☒

Next >>

If you do not wish to register for any programs at this time, simply uncheck any preselected programs.

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

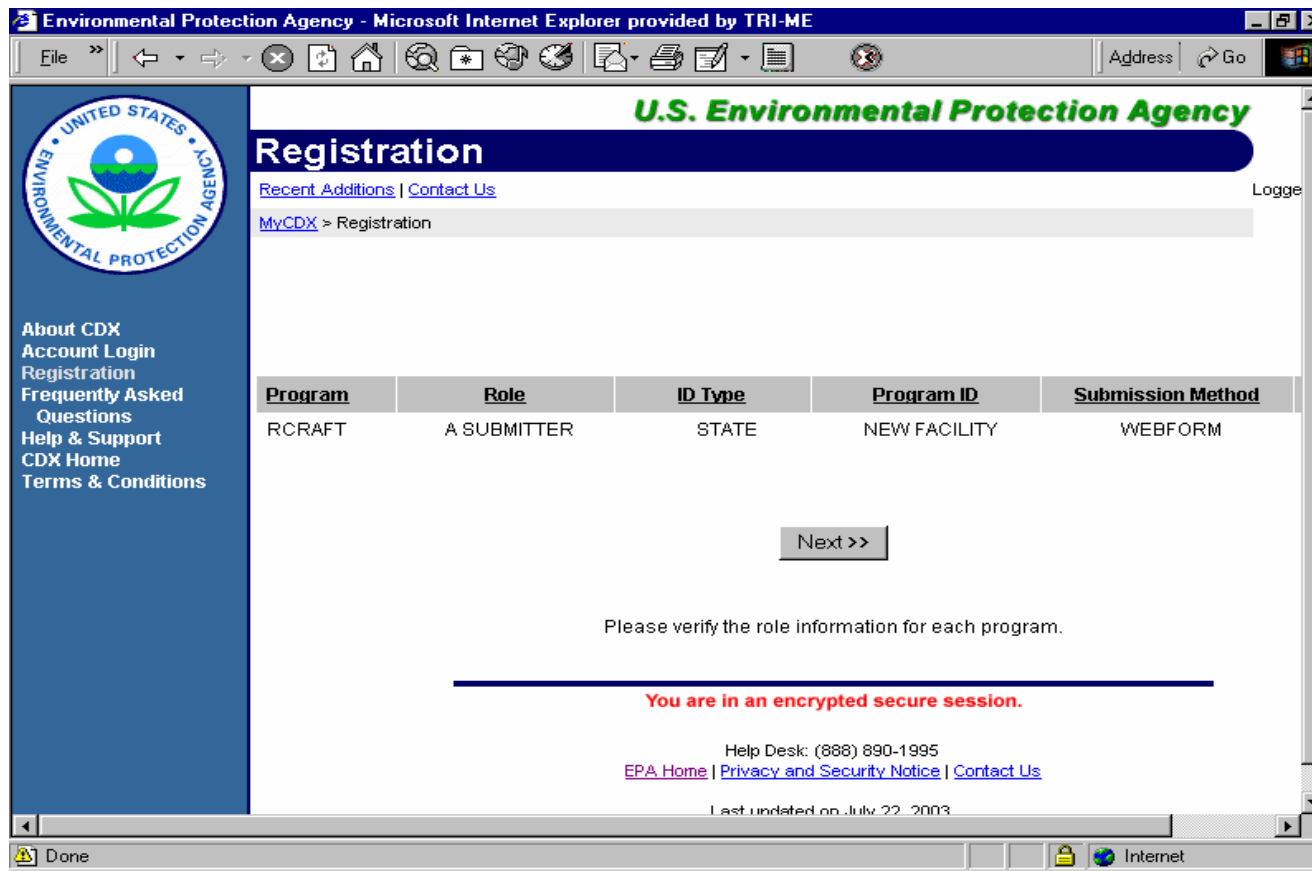
Last updated on July 18, 2002.
URL: <http://www.epa.gov/epahome/usenotice.htm>

Done | Internet



Registering on CDX

- Verify your Role and ID Type, and then click “Next” to accept the default information provided. If information is incorrect, contact the CDX Help Desk



The screenshot shows the EPA's CDX Registration page. The browser title is "Environmental Protection Agency - Microsoft Internet Explorer provided by TRI-ME". The address bar is empty. The page features the EPA logo on the left and a navigation menu with links: "About CDX", "Account Login", "Registration", "Frequently Asked Questions", "Help & Support", "CDX Home", and "Terms & Conditions". The main heading is "Registration" in a blue bar. Below it are links for "Recent Additions" and "Contact Us", and a breadcrumb trail "MyCDX > Registration". A table displays registration details:

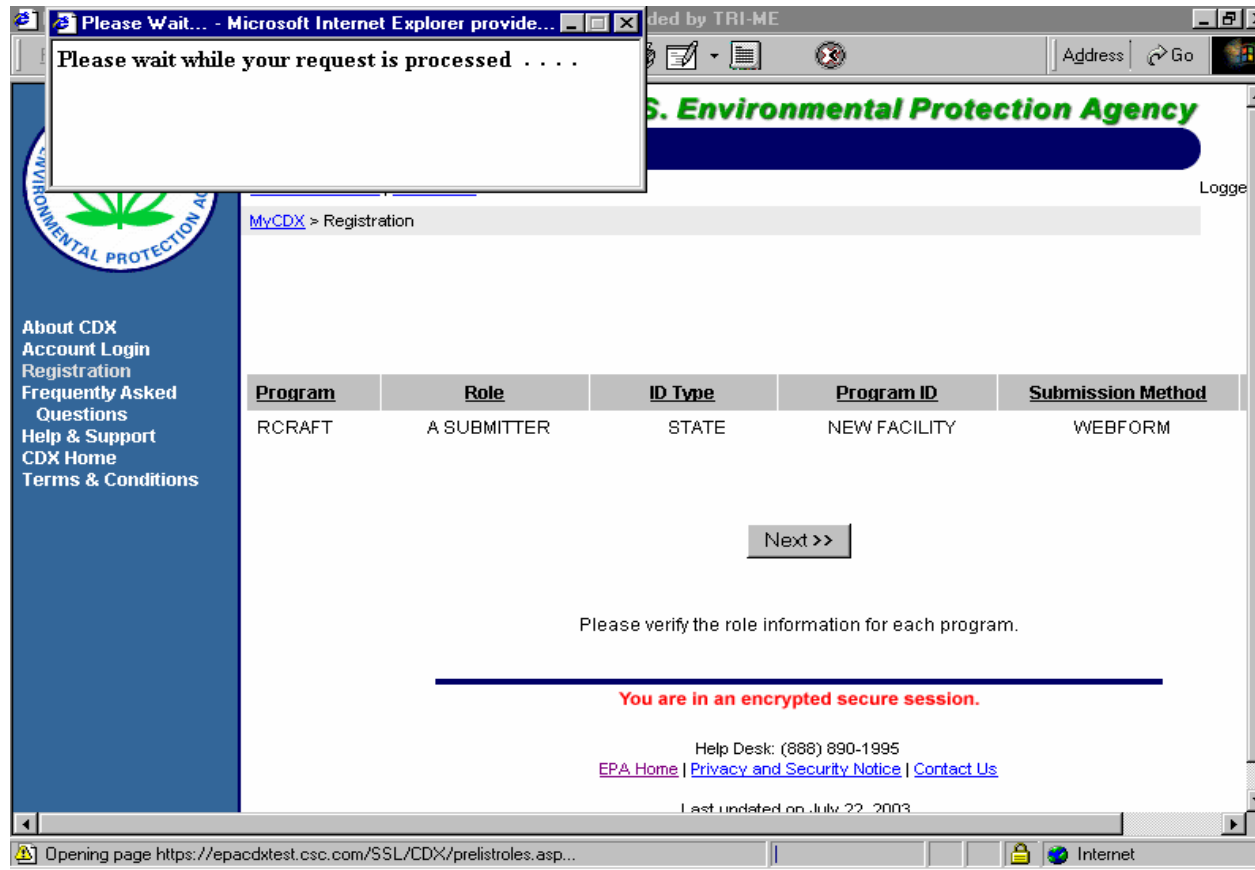
Program	Role	ID Type	Program ID	Submission Method
RCRAFT	A SUBMITTER	STATE	NEW FACILITY	WEBFORM

Below the table is a "Next >>" button. A message states: "Please verify the role information for each program." A red banner indicates: "You are in an encrypted secure session." At the bottom, there is contact information for the Help Desk: (888) 890-1995, and links for "EPA Home", "Privacy and Security Notice", and "Contact Us". The footer notes the page was last updated on July 22, 2003.



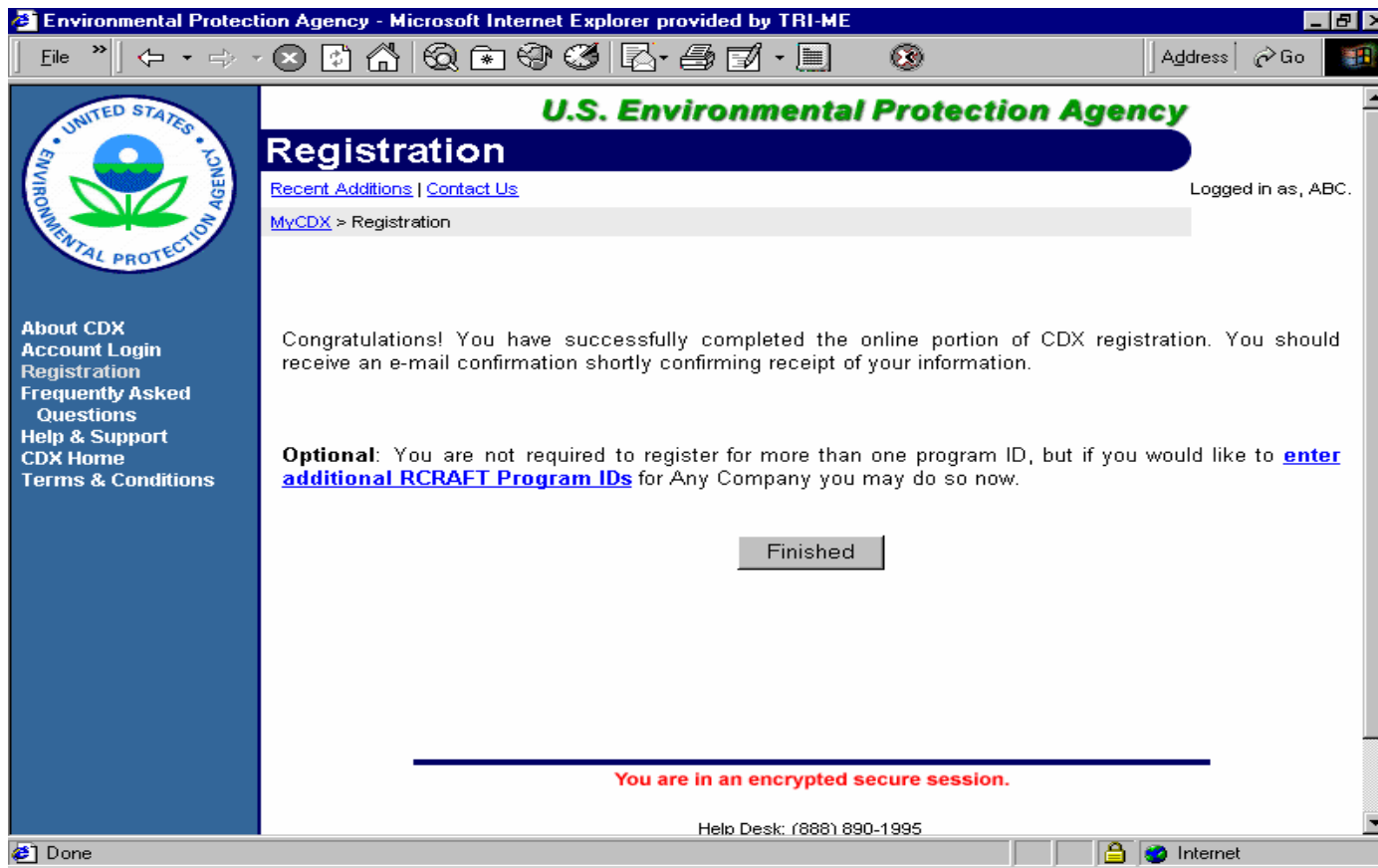
Registering on CDX

- Request will take a few moments to process



Registering on CDX

- Click on “Finished”. You will receive an e-mail confirmation that you have successfully registered at EPA’s CDX and are ready to transfer files



Registering on CDX

- The confirmation of registration message will be similar to the following:

CDX Registration

08/11/2003 01:15 PM

To: John Doe/DC/USEPA/US@EPA

CC:

*** This is an automated response ***
*** Please DO NOT REPLY to this email. ***
*** Replies will not be answered ***

You have successfully registered with the EPA Central Data Exchange.

If you need assistance, please read the CDX FAQ page, or contact the Help Desk at (888) 890-1995.

Please note that it is EPA security policy that you change your CDX password on a regular basis. As a result, CDX will prompt you to change your CDX password every 90 days.

You can change your password by logging into CDX, and selecting the 'Change System Password' link from your MyCDX page.

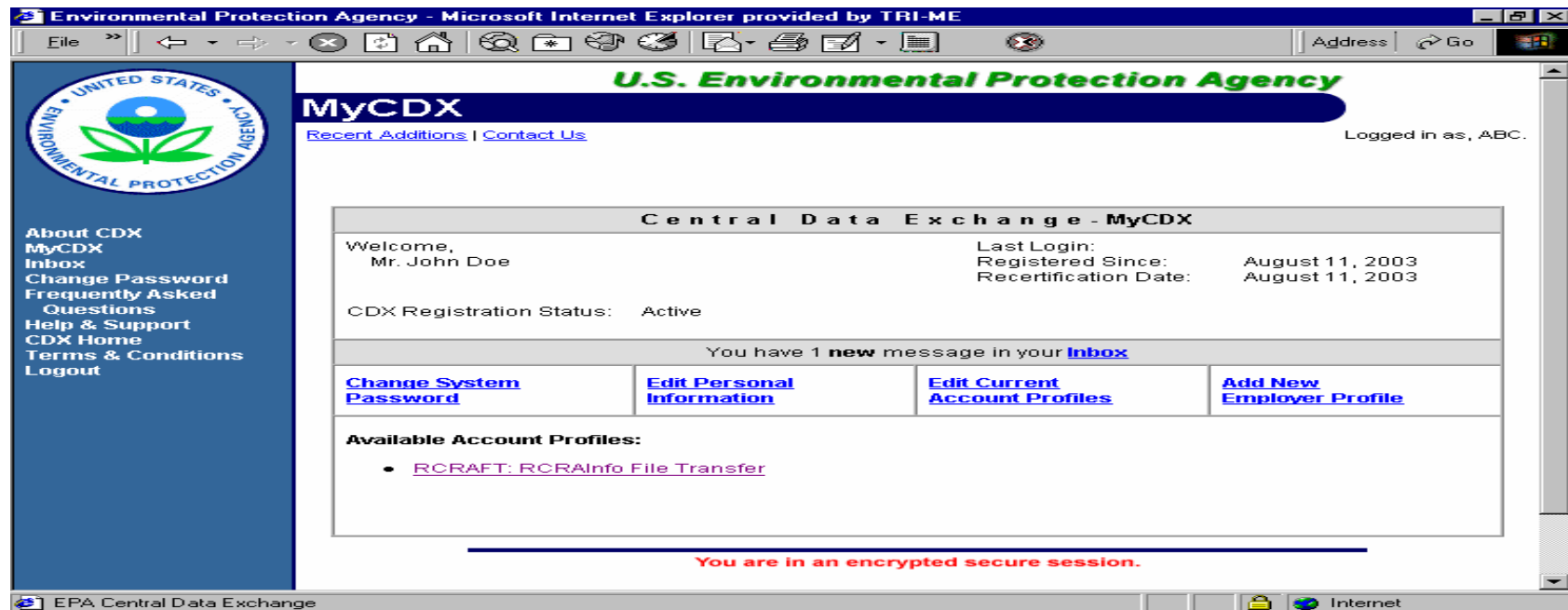
CDX Homepage: <http://epacdxtest.csc.com>

United States Environmental Protection Agency
Central Data Exchange
A New Paradigm for Environmental Reporting.



Registering on CDX

- You have successfully completed the CDX registration process. If you would like to begin uploading files to RCRAInfo, click on “RCRAFT: RCRAInfo File Transfer” link. At this point, you are already logged into CDX and only need to log in after exiting the site. See the next section on transferring files



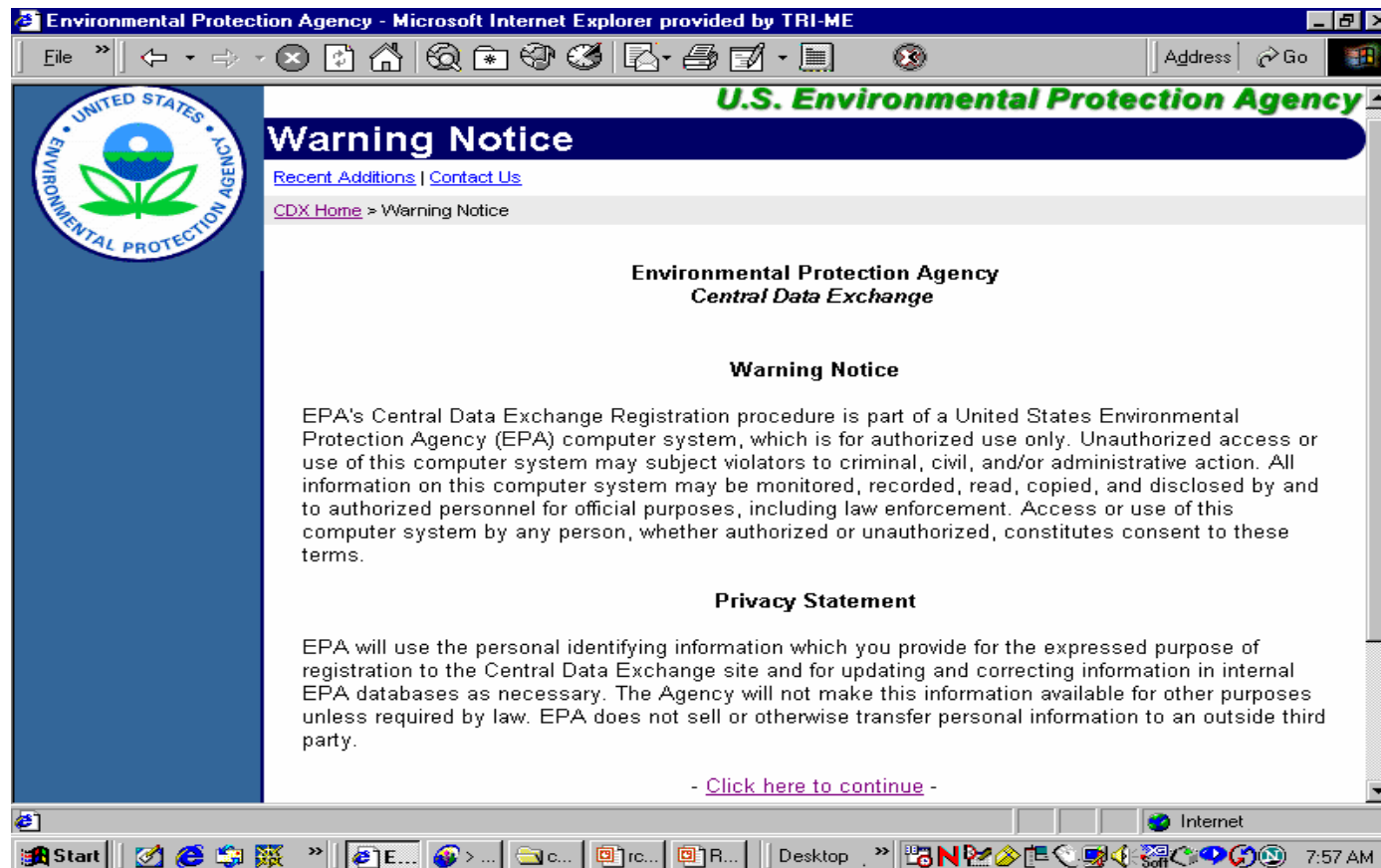
RCRAInfo Submissions via CDX Node

- Before RCRAInfo submissions are made, users will be required to contact the Node Help Desk to have their Time Sharing System Management System (TSSMS) ID mapped to their Node account
- A mapping between the two accounts would occur, resulting in a controlled (secured) environment for RCRAInfo submission
- Users that do not contact the Node Help Desk with the required information will not be able to make RCRAInfo submissions via CDX Node



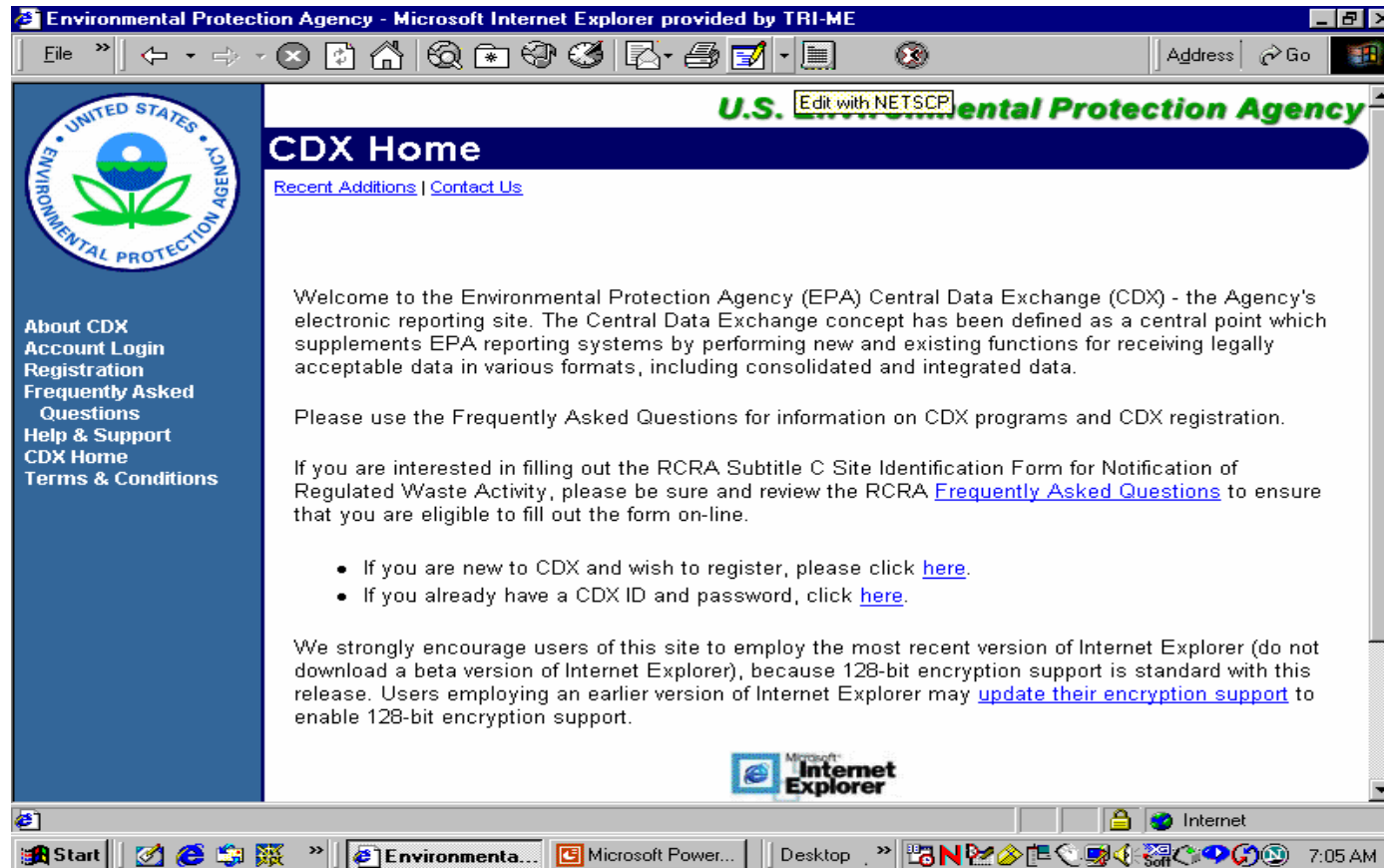
Logging in and Transferring Files

- In your Internet Explorer browser (5.5 or higher), go to cdx.epa.gov, read the Warning Notice, and then select “Click here to continue”



Logging in and Transferring Files

- Click on “Account Login” on the left hand side menu



Logging in and Transferring Files

- Enter your three character User ID and CDX password, and then click “Login”

Environmental Protection Agency - Microsoft Internet Explorer provided by TRI-ME

File » | Address | Go

U.S. Environmental Protection Agency

Login

[Recent Additions](#) | [Contact Us](#)

[CDX Home](#) > Login

Central Data Exchange Login

User Name:

Password:

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on April 3, 2003.
URL: <http://www.epa.gov/epahome/usernotice.htm>

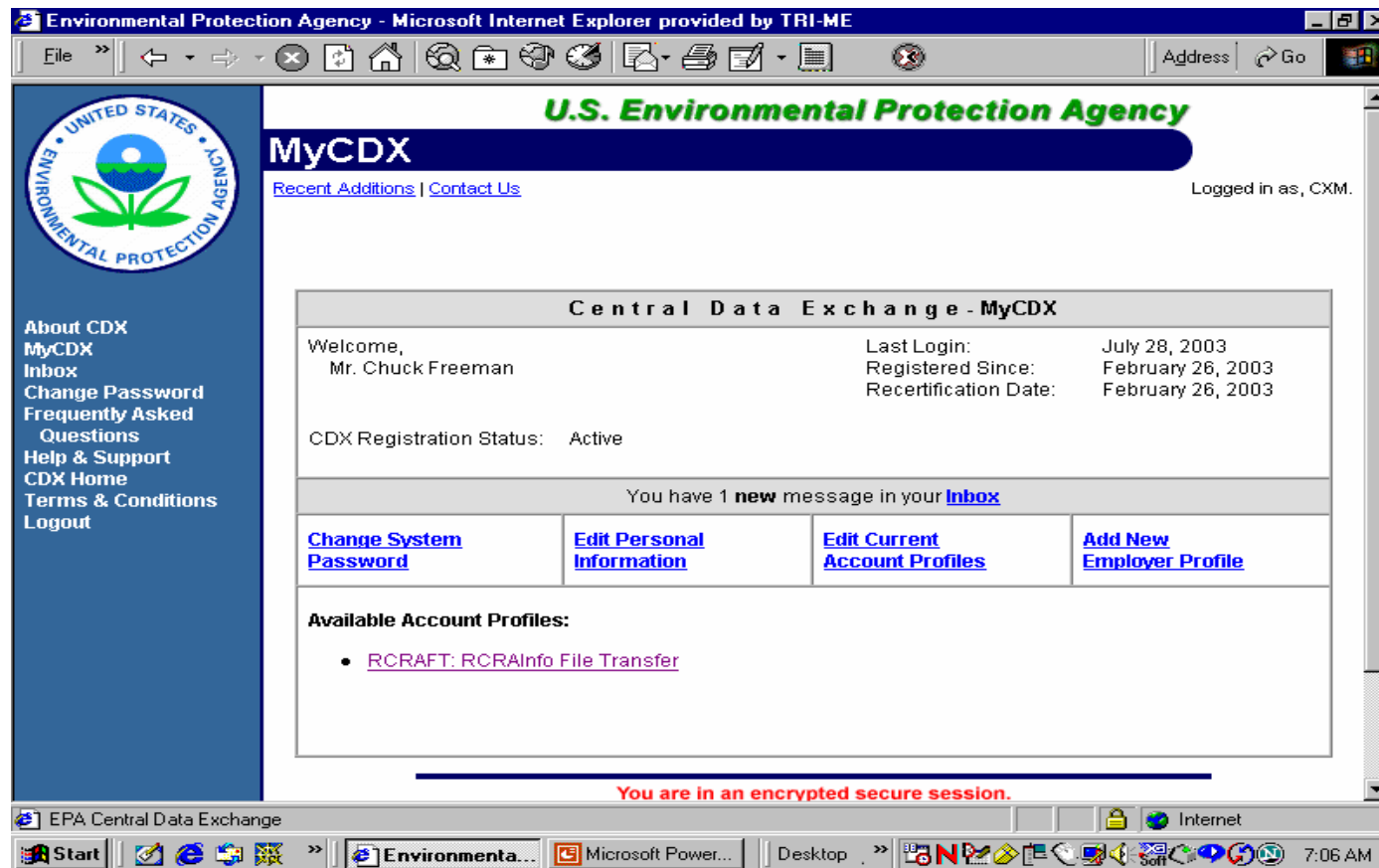
Done

Start | Environmenta... | Microsoft Power... | Desktop | 7:05 AM



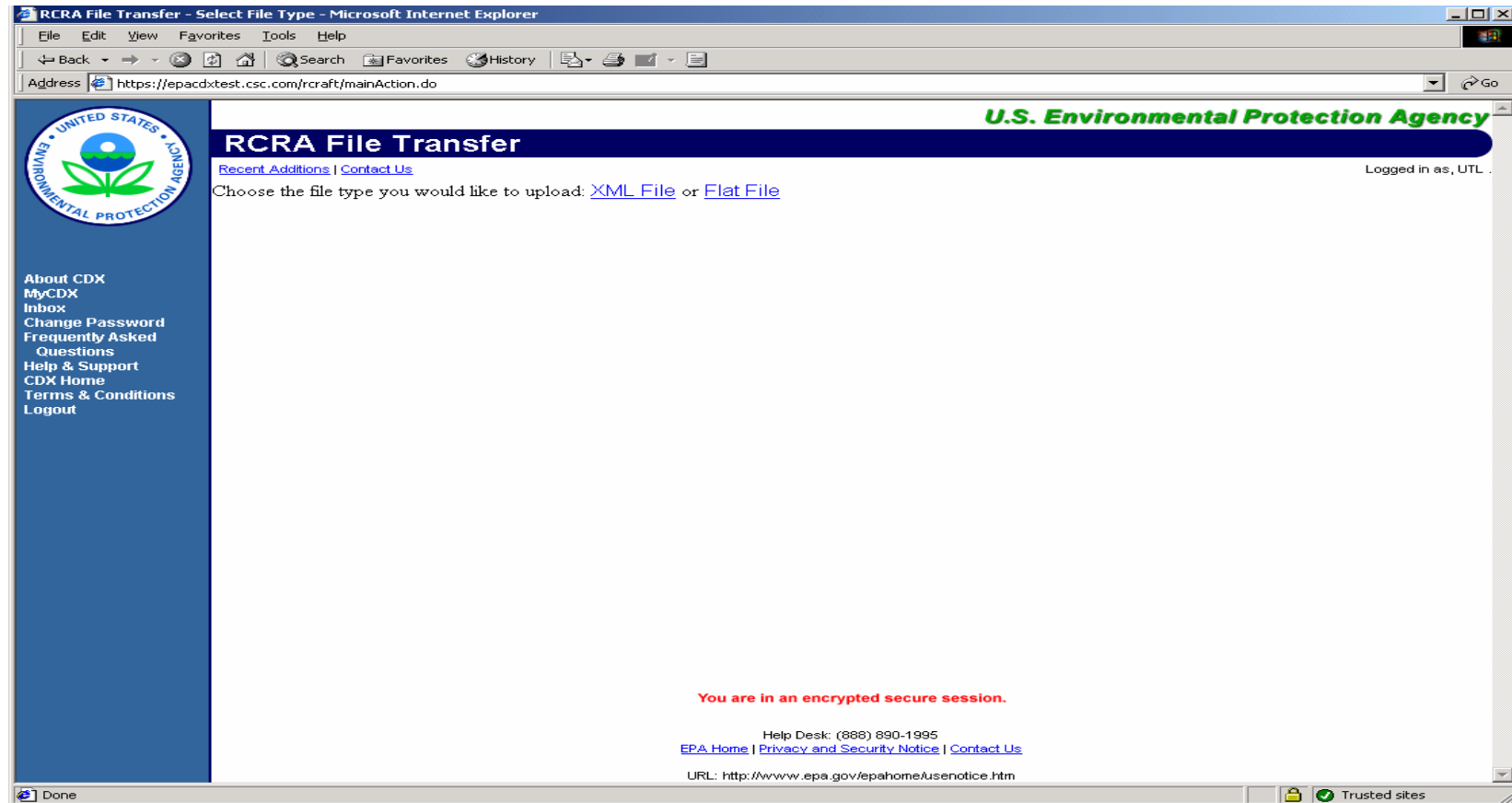
Logging in and Transferring Files

- Click on “RCRAFT: RCRAInfo File Transfer”



Logging in and Transferring Files

- Choose a file type to upload. Select “Flat File”



Logging in and Transferring Files

- Find and select your local file, and then click “Open”. Confirm that you have selected the correct file, and then click “Send”. *Note: You must Zip the file(s) and follow the file naming convention instructions on this page*

RCRA File Transfer

Recent Additions | Contact Us

As of May 2, 2005, all files sent to this address <http://www.epa.gov/cdx> loaded into Pre-production first and then manually accepted and moved to Production. Please note this important change. If you want to test a submission into RCRAInfo preproduction.

This form is for uploading zipped flat file submissions to RCRA. Please note the following:

- Program Type "RCR"
- 2-letter state abbreviation --
- 2-digit submission number (incremental for each CDX submission)
- Your CDX User Name
- The file type must be .ZIP -- If you need a compression utility to make a zip file, click [here](#).

Example file name: RCRMD01USERID123.ZIP

All files within the zip file should be named using guidance from OSW.

Please specify the zip file on your local computer or network that will be transmitted using this web submittal form. Use the BROWSE button to locate your file or attachment.

Select file to send:

Please select Send to validate your filename entry and transmit the attached ZIP file to the U.S. Environmental Protection Agency Central Data Exchange for processing.

You are in an encrypted secure session.

Trusted sites

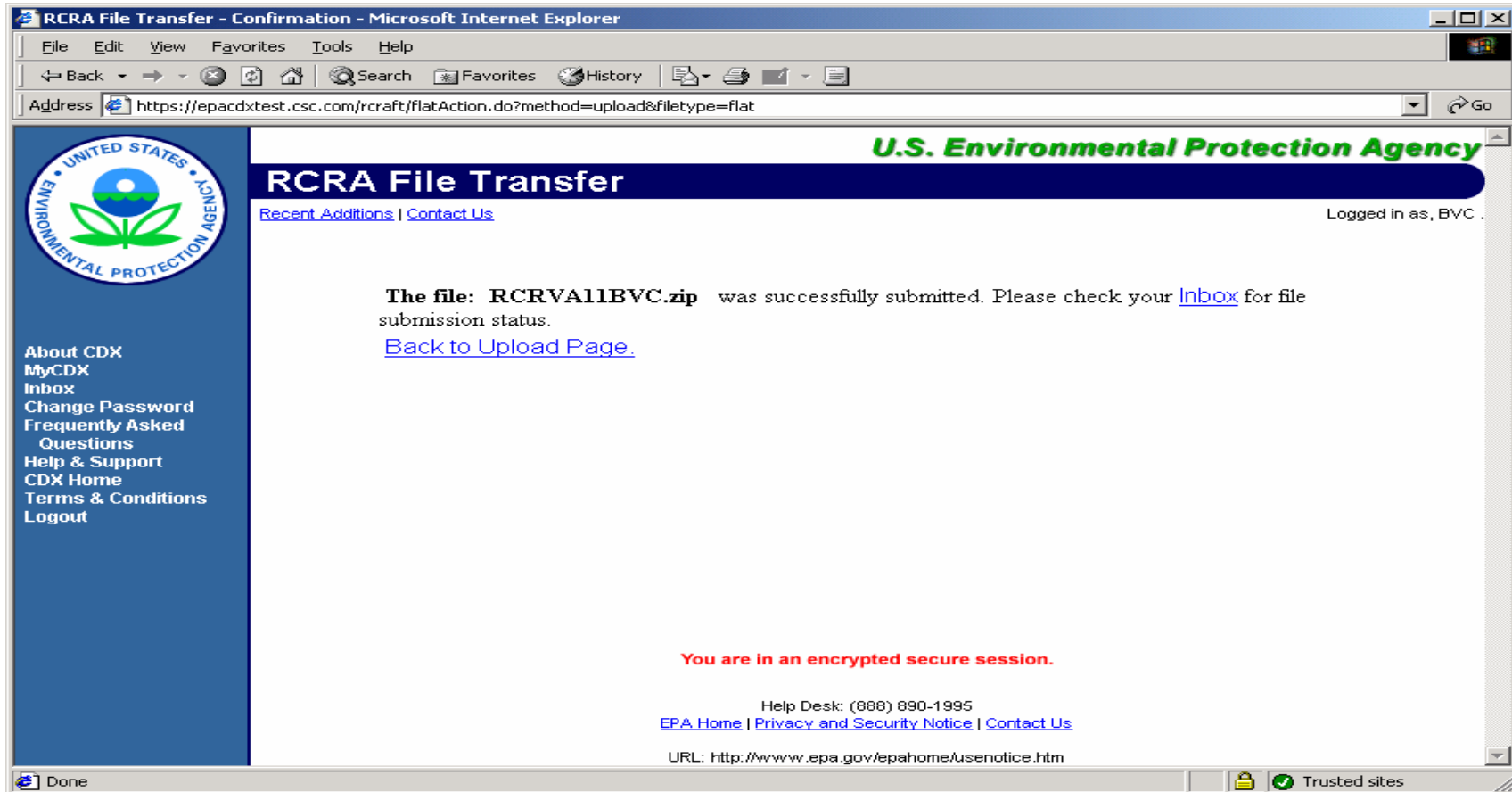
Logging in and Transferring Files

- Formatting your files
 - Files must be zipped. Information on zipping files is provided
 - Files must be named according to convention described on the upload Web page
 - One file can be sent at a time
 - CDX Help Desk Support
 - 888.890.1995
 - epacdx.csc.com



Logging in and Transferring Files

- Confirmation page after uploading a flat file



Logging in and Transferring Files

- Click on “MyCDX” from the menu to go back to the MyCDX page

The screenshot shows the EPA MyCDX web application running in Microsoft Internet Explorer. The browser's address bar displays the URL: <https://epacdxtest.csc.com/SSL/cdx/MyCDX.asp>. The page features the EPA logo on the left and the title "U.S. Environmental Protection Agency MyCDX" at the top. A navigation menu on the left includes links for "About CDX", "MyCDX", "Inbox", "Change Password", "Frequently Asked Questions", "Help & Support", "CDX Home", "Terms & Conditions", and "Logout". The main content area, titled "Central Data Exchange - MyCDX", displays a welcome message to "Mr. Nia Giles" and shows login details: "Last Login: April 5, 2005", "Registered Since: January 23, 2003", and "Recertification Date: January 23, 2003". It also indicates that the "CDX Registration Status" is "Active". A notification states, "You have 20 new messages in your [Inbox](#)". Below this, there are four buttons: "Change System Password", "Edit Personal Information", "Edit Current Account Profiles", and "Add New Employer Profile". A section titled "Available Account Profiles:" lists one profile: "RCRAFT: RCRAInfo File Transfer". At the bottom, a red banner reads "You are in an encrypted secure session." Below this, contact information for the Help Desk is provided: "(888) 890-1995". Links for "EPA Home", "Privacy and Security Notice", and "Contact Us" are also present. The page footer notes the last update on February 22, 2005, and provides the URL: <http://www.epa.gov/epahome/usenotice.htm>. The browser's status bar at the bottom shows "EPA Central Data Exchange" and a "Trusted sites" icon.

Environmental Protection Agency - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address <https://epacdxtest.csc.com/SSL/cdx/MyCDX.asp> Go

U.S. Environmental Protection Agency

MyCDX

[Recent Announcements](#) | [Contact Us](#)

Logged in as, UTL.

Central Data Exchange - MyCDX

Welcome,
Mr. Nia Giles

Last Login: April 5, 2005
Registered Since: January 23, 2003
Recertification Date: January 23, 2003

CDX Registration Status: Active

You have 20 new messages in your [Inbox](#)

[Change System Password](#) [Edit Personal Information](#) [Edit Current Account Profiles](#) [Add New Employer Profile](#)

Available Account Profiles:

- [RCRAFT: RCRAInfo File Transfer](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

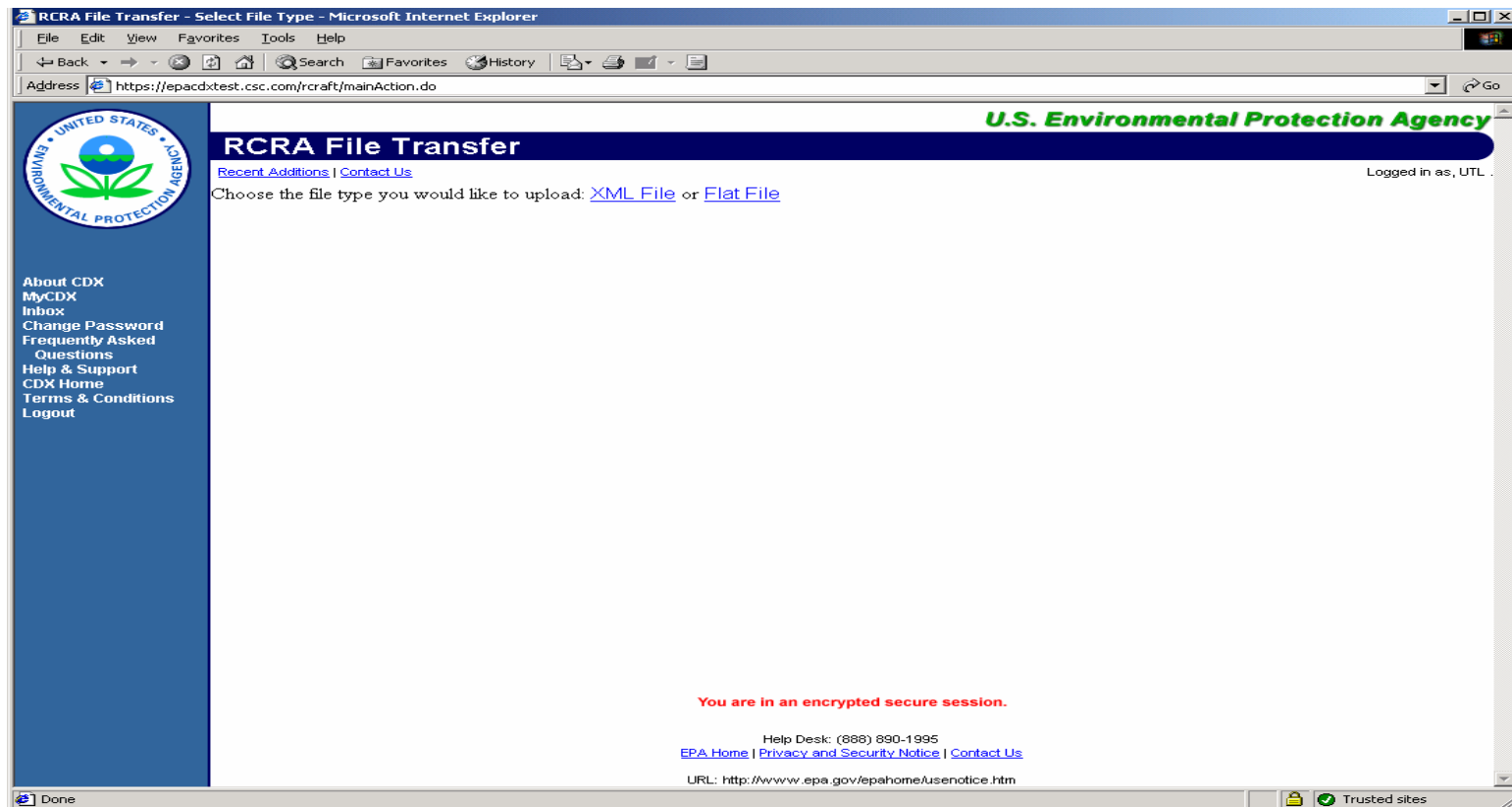
Last updated on February 22, 2005.
URL: <http://www.epa.gov/epahome/usenotice.htm>

EPA Central Data Exchange Trusted sites



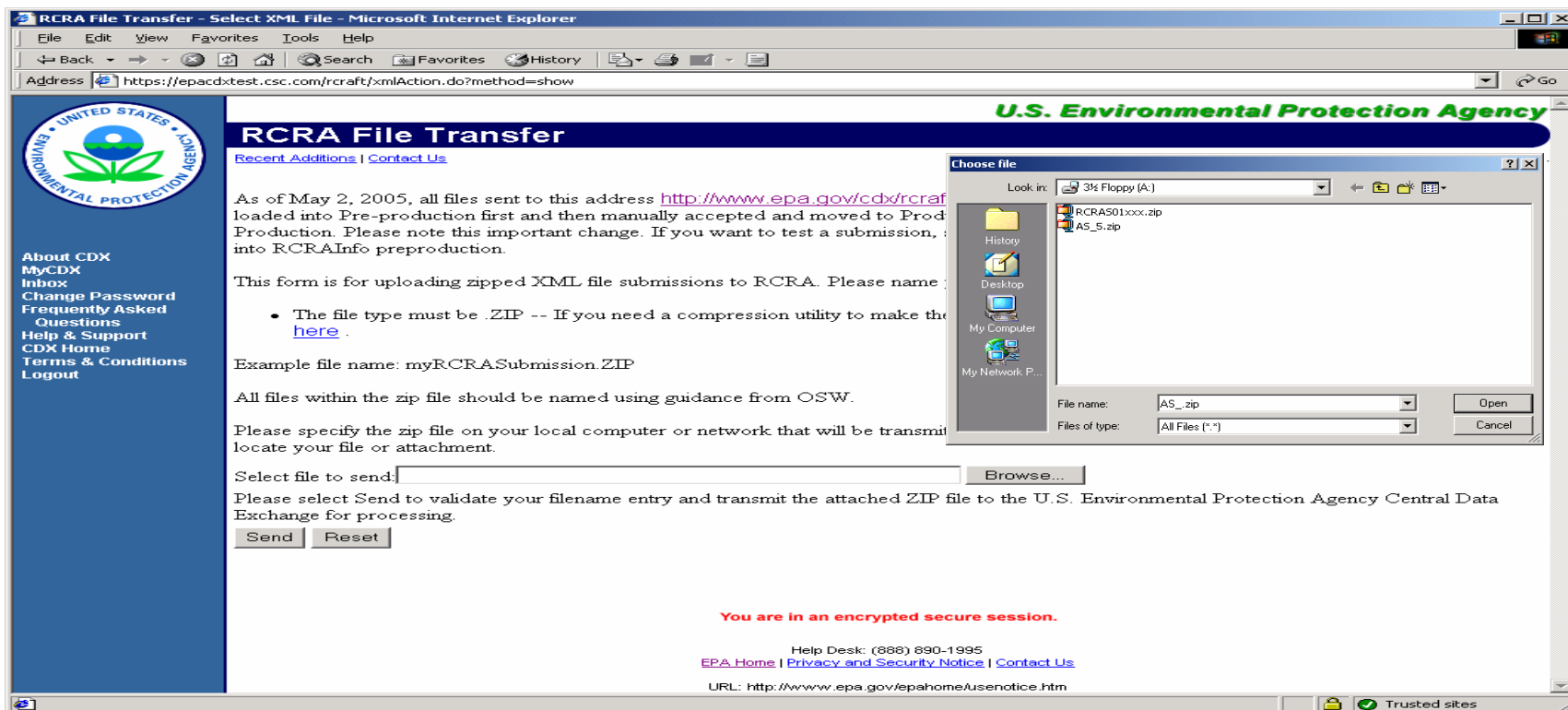
Logging in and Transferring Files

- Choose a file type to upload (XML/Flat). Choose XML this time



Logging in and Transferring Files

- Find and select your local file, and then click “Open”. Confirm that you have selected the correct file, and then click “Send”. *Note: You must Zip the file(s) and follow instructions on this page*



Logging in and Transferring Files

- Confirmation page after uploading an XML file

